

**MINUTES OF THE DECEMBER 19, 2006
BUDGET AND PERSONNEL COMMITTEE MEETING**

Chairwoman Conklin called the meeting to order at 5:30 pm.

Members Present

Hon. Nancy B. Conklin, Chairwoman
Hon. Anita W. Speidel
Hon. Glenn B. Wolffe

Others Present

Rob Ritter, Town Manager
Mike Cosby, Public Works Director

Vice Mayor Speidel motioned, seconded by Councilman Wolffe, to adopt the agenda. The motion was unanimously approved.

1. New Position Description, Water Works Development Specialist.

Public Works Director Cosby explained the need for the position. He further explained that the funds are currently available for the part-time position.

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to recommend to Council that a part-time Water Works Development Specialist position be created and filled. The motion was unanimously approved.

2. New Position Description, Technology Specialist.

Town Manager Ritter explained the need for the position. He further explained from where he thought the funds would be obtained for the position. Councilman Wolffe suggested that a part-time position be considered instead of a full-time position.

It was the consensus of the Committee to have Staff research several questions that required more research and return to the next Committee with the answers.

3. Changes in the Mosquito Control Job Description.

A) Mosquito Control Supervisor – Public Works Director Cosby explained that he would like to establish a part-time supervisory position, hence the need for the job description.

B) Mosquito Control Technician – Public Works Director Cosby explained the changes in the current Technician job description.

Councilman Wolffe asked if the proposed added positions would be an added expense to the Town. Public Works Director Cosby responded that they would not.

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to approve the changes in the job descriptions mentioned above and to recommend the amended descriptions to Council for approval. The motion was unanimously approved.

Adjournment

Councilman Wolffe motioned, seconded by Vice Mayor Speidel, to adjourn the meeting. The motion was unanimously approved.